

Family Healthcare

F O U N D A T I O N

COMPANY:	Family Healthcare Foundation
JOB TITLE:	Director of Finance
REPORTS TO:	Executive Director
LOCATION:	Tampa Bay, Florida; Hybrid-position
EMPLOYMENT TYPE:	Full-Time
STATUS:	Salary; Exempt
COMPENSATION RANGE:	\$75,000-\$85,000

Business Need

The Director of Finance is a key member of the Family Healthcare Foundation (FHF) leadership team with responsibilities centered in financial management and organizational operations. They will have responsibility for all fiscal operations of the organization including preparing and managing the agency budget, producing timely P&Ls, overseeing all AP/AR, bank reconciliations and preparing the annual audit and 990. They provide oversight of, and if necessary, perform day-to-day financial and organizational functions such as bookkeeping, payroll, and benefit management. In addition, they provide major funding contract budget development and reporting, and provide direct support to the Executive Director and Board of Directors. This position reports to the Executive Director and works closely with the Director of Operations/Programs.

Key Responsibilities

Accounting and Financial Management (50%)

- Manages and performs accounting functions including budget development/monitoring, bank and asset reconciliations, adjusting journal entries, monthly financial statements, credit card and merchant account management, federal and state reporting, accounts receivable and payable, collections, payroll processing, 1099 forms, metrics development and reporting, in-kind tracking, fiscal and other audits, tax document preparation, invoice preparation, and audit facilitation.
- Updates FHF financial information in accounting software, to include bookkeeping duties when necessary.
- Prepares reports and participates in monthly review and analysis of financial documents in coordination with the Executive Director and Director of Operations; oversees, reviews, and supports accounting and other policies and procedures; and ensures high level quality assurance and efficiency in financial best practices and processes.
- Provides major funding contract budget development, maintenance, reporting and attending contractual site visits and meetings when needed.

Operations, Organizational Functions and Human Resources (40%)

- Manages operations & administrative management including office/program supplies procurement and management, and vendor contract maintenance.
- Responsible for human resource functions including new employee onboarding/orientation, employee profiles in financial systems, and monitoring of employee benefit packages.

Support to the Executive Director and Director of Operations/Programs (5%)

- In coordination with the Executive Director, schedules and prepares for board meetings, attends and takes minutes.
- Generates gift acknowledgements and other donor communications.
- Provides support to the Executive Director as requested.

Expected Outcomes (To be determined based on date of hire)

Critical hiring requirements

Knowledge & Experience

- Five to ten years nonprofit accounting and financial management
- Minimum Bachelor's degree: accounting degree preferred
- Expertise in QuickBooks for nonprofit and budgeting
- 5 years plus office administration, project management, contract management preferred
- Customer service
- Personal qualities of integrity, credibility, commitment to and passion for mission

Skills

- Accounting & QuickBooks (Desktop and Online)
- Bookkeeping
- General office organization
- Written and oral communications
- Customer service
- Project tracking
- Time management

Behaviors

- Task, detail, and data oriented

- Relationship centered; process minded
- Analytical; problem solving
- Integrity; transparency
- Creative problem solver
- Well organized
- Positive outlook
- Lifelong learner
- Thrives in a dynamic environment
- Goal achievement orientation
- Works well independently as well as in thought partnership with others
- Works well under pressure; manages to deadlines

PHYSICAL DEMANDS:

Light to moderate physical activity performing activities to include:

- Sitting, standing, and/or walking for an extended period of time.
- Lifting 25 lbs. or more.
- Working in a well-lighted, heated, and/or air-conditioned indoor office setting with adequate ventilation.
- Using manual dexterity sufficient to handle/reach items.
- Using close/distant/peripheral and depth perception.

BENEFITS:

- Group Insurance: The Family Healthcare Foundation offers comprehensive group insurance plans: medical, dental, vision, and life insurance for team members and their families.
- Employee Assistance Program free to employees.
- Paid Time Off (PTO) and Holidays for Full-time employees: Employee's Paid Time Off (PTO) is gifted at a rate of 15 days per year and benefits are increased in year five of employment. Employees also receive 10 paid holidays each year.
- Retirement Plans: The Family Healthcare Foundation automatically matches 2% of the employee's salary into a Simple IRA.

Employee Signature:

Name

Date